

	Administrative Regulation Political Activities	Policy #	03-07.10
		Effective Date:	August 10, 2020
		Revision Date:	N/A
		Owner:	Human Resources

Purpose:

To clarify the permissible scope of political activity by a City of Springfield employee in their role as a public employee.

Scope:

This regulation applies to all employees, volunteers, and appointed officials such as Planning Commissioners and members of other City Council committees.

Policy:

As a public employer, the City recognizes that employees have the right to be involved in regular citizen activities. City Employees are free to engage in political activity on their own time. There are strict expectations and laws regulating political activity in the workplace.

City employees shall not solicit any money, influence, service or other things of value or otherwise promote or oppose any political committee, the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours.

An elected official, non-elected official, public employee or any other person shall not require, coerce or direct City employees to engage in any political activity, regardless of whether the activity itself would be lawful or unlawful.

Federal laws also include prohibitions affecting City employees in federally aided programs.

Procedure:

1. Political Activity

- 1.1 Oregon law prohibits the use of public funds, equipment, and supplies to advocate for or against a ballot measure or candidate and restricts what public employees may do in support of or in opposition to a ballot measure or candidate. It is also inappropriate to use City resources or equipment for political activity even if an employee is on their own time (i.e., at lunch).

- 1.2. While on the job during working hours, City employees may not promote or oppose the nomination or election of a candidate, the adoption of a measure or the recall of a public office holder.
- 1.3. City employees shall not engage in political activity by soliciting money, influence, service, or anything of value during working hours.
- 1.4. City employees may as part of their job duties prepare and provide neutral and objective information about the expected effect of City ballot measures.
- 1.5. City employees cannot give a speech or presentation advocating a political position if they are on the job or acting in their official capacity.
- 1.6. City employees may attend meetings at which political issues are discussed, so long as they do not engage in political activity themselves while on the job or acting in their official capacity.
- 1.7. If non-exempt (FLSA covered) City employees wish to engage in advocacy with respect to a ballot measure or candidate during their work hours, they must request leave in advance and obtain authorization to take vacation/PTO for that period of time. Exempt employees must be able to verify that their time was flexed or coded appropriately (i.e. Vacation/PTO) for any political activity conducted during their working hours.
2. Campaign Buttons. On or off the job, public employees may wear buttons that are intended and viewed as personal expression of their political views. However, since citizens might identify a personal expression as an official one, discretion is advised in such situations. Special restrictions may apply to employees who wear City uniforms while on the job. Employees shall comply with department specific work rules regarding uniforms.
3. Distribution of Political Materials
 - 3.1. Employees shall not distribute material that contains political advocacy while on the job during work hours.
 - 3.2. Employees may process and distribute incoming mail addressed to specific employees that contains political advocacy.

Definitions

1. “*Political Activity*” is activity directed toward supporting or opposing federal, state or local measures, candidates, campaigns, recalls, political committees, or petitions.

Resources:

Administrative Regulations

1. [Appearance and Dress \(03-01.01\)](#)
2. [Whistleblowing Disclosures \(03-07.03\)](#)

Website

1. [Restrictions on Political Campaigning by Public Employees – ORS 260.432](#)
2. [Local Employee Federal Hatch Act Information](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.

Approved By:	Nancy Newton, City Manager	Dates:	8/5/2020
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	Personnel Management Memo No. 11 (Dated August 14, 1986)		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			